



The Dougherty Conference Center

Offutt Air Force Base, Nebraska DSN 271-7581 FAX 271-2799 COMM (402) 294-7581

ADMINISTRATIVE ANNOUNCEMENTS

THE FOLLOWING SHOULD BE INCLUDED IN THE CONFERENCE POINT OF CONTACT'S ADMINISTRATIVE REMARKS AND GIVEN TO CONFEREES PRIOR TO THE FIRST MORNING SESSION



NO FOOD OR DRINKS IN CONFERENCE ROOM - Please consume all refreshments in the lobby areas. Speakers may have water at podium (a refreshment side stand will be set up by DCC staff, if required).

DO NOT ADJUST MICROPHONES - All microphones are voice activated and require no additional adjustments. Twisting or bending microphones causes damage to the internal wiring and will effect the quality of voice output.

PROPER USE OF MICROPHONES - In order to obtain maximum voice output from the DCC sound system speakers must face directly into the microphone and be no more than 12" from the table or podium microphones. If the speaker chooses not to speak from the podium there are microphones locate in the ceiling directly above the stage.

NO CELLULAR TELEPHONES IN ROOM 140 - Cellular telephones emit a static discharge that effects the in room sound equipment. If a conferee is required to maintain cellular contact with their office, conference support personnel will monitor cellular phones in the lobby area. When an incoming cellular phone call is made the POC will be notified and escort the conferee outside conference room where the cellular phone call can be taken in the lobby or in the privacy of one of the six telephone booths.

E-MAIL OUTLETS - The 57 positions located at conference tables are equipped with telephone jacks and power outlets. Telephone jacks are class "A" enabling access to city toll trunks and DSN circuits by dialing 99 or 94. Offutt has a limited amount of DSN lines to support it's mission so please conduct networking business and disconnect as soon as possible. Do not remain on line when not in use. The use of laptop computers to access internet capabilities in conference room 140 during conferences is determined by the POC. The POC is held responsible for all classified material during their conference and will take full responsibility for any internet misuse by their conferees.

TELEPHONE AND FAX INFORMATION - For incoming messages or unclassified fax please use the following numbers:

TELEPHONES: DSN - 271-7583 or 7584
UNSECURED FAX: DSN - 271-2799

COMMERCIAL - (402) 294-7583 or 7584
COMMERCIAL - (402) 294-2799

SECURE TELEPHONE CALLS OR FAX: For secure telephone calls or FAX please contact conference POC. DCC staff personnel will assist in making all incoming or outgoing secure calls or secure FAX requirements.

DIALING OUTGOING CALLS - Information on how to make an outgoing call from the DCC is provided in the six telephone booths located to the left of conference room 140, in the main hallway.

MESSAGE BOARD - Conference support personnel will post all incoming messages and faxes on the message board also located to the left of conference room 140. Please ensure all conferees check message board during each break and at the end of each conference day.

AUTHORIZED SMOKING AREA - Smoking is unauthorized within the conference facility. An authorized smoking area is located outside the north entrance, left of conference room.